

# Alternate ELPAC Test Examiner Checklist

*For the Successful Administration of the*   
*2022–23 Initial and Summative Alternate English Language Proficiency Assessments for California (Alternate ELPAC)*

California Department of Education | July 2022

This checklist for Initial and Summative Alternate ELPAC test examiners (TEs) is meant to organize the activities necessary to ensure the successful administration of the Alternate ELPAC.

Although comprehensive, this checklist is not exhaustive and may not include every task or activity required of an Alternate ELPAC TE to support a successful administration. Tasks that are ongoing in nature are also listed at the beginning of the checklist.

**This checklist is created in an editable format so Alternate ELPAC TEs can add, remove, or reorganize tasks to create a unique checklist of local activities and timelines.**

## Alternate ELPAC Test Examiner Checklist

### Before Testing

#### User Account

* Confirm that Test Operations Management System (TOMS) logon information has been received in an automated email from the TOMS with logon instructions. This username and password are also used for the online test delivery system.
  + If this information has not been received, check a spam or junk email folder to learn if it was mistakenly routed there. If you are still unable to locate logon information, contact your ELPAC site coordinator.
* Log on to TOMS and electronically to sign the ELPAC Test Security Agreement and Affidavit.

***Please note:*** *Test examiners are required to sign the affidavit at least one hour in advance of testing in order to access and administer the summative assessments.*

#### Manage Student Logon

* Create logon tickets for students that include their first name and their Statewide Student Identifier (SSID)*—*it is also permissible to include a photo of the student or include the student’s last name with the logon information as additional safeguards to ensure that the students receive the correct logon information.
  + Optional: add each student’s test settings for designated supports and accommodations on the logon ticket. ***Please note:****If the preferred name field is populated in the California Longitudinal Pupil Achievement Data System (CALPADS), that is the name the student will use to log on to the test.*

#### Training

* Complete the Initial Alternate ELPAC or Summative Alternate ELPAC test examiner training on the ELPAC Moodle Training Site at <https://moodle.caaspp-elpac.org/>.
* Review TE materials assigned by site or local educational agency (LEA) coordinators at the ELPAC Moodle Training Site.The materials will be based on which grade levels you are assigned to test.
* Learn more about the state-sponsored California Assessment Conference offered in the fall. Registration information is available on the California Assessment Conference website at <https://www.cdecac.org/>.
* If applicable, register for the California Educator Reporting System (CERS) training for teachers on the ELPAC Training Opportunities web page at <https://www.elpac.org/training/training-opportunities>.
* Register for the Matching Accessibility Resources to Student Needs Part One and Two virtual training with educators. Registration is available on the ELPAC Training Opportunities web page at <https://www.elpac.org/training/training-opportunities>.

#### Review Information

* Become familiar with the *Directions for Administration* (*DFA*) located in TOMS under the Resources tab.
* Access the *Preparing for Administration (PFA)* Guide on the ELPAC website.
* Review all guidelines for managing a secure test environment as well as all security procedures and guidelines.
* Review and share the following Overview Videos.
  + Introduction to the Alternate ELPAC for Parents Video on YouTube <https://youtu.be/k2wWdP9BhaU>
  + Introduction to the Alternate ELPAC for Parents Video: Spanish on YouTube   
    <https://youtu.be/_n2FgGQj9GA>
  + Starting and Stopping an In-Person Test Session Video on YouTube <https://youtu.be/RsS-dVeIq1U>

#### Share Resources

* Provide students with a walk-through of a training or practice test for familiarity with navigation of the system and tools. The following additional resources are available:
  + Practice and training tests are available on the ELPAC Practice and Training Tests Resources web page at <https://www.elpac.org/resources/practicetests/>, under the Student Interface Practice and Training Tests section.
  + Quick Reference Guides for starting Practice and Training tests are available on the ELPAC Videos and Quick Reference Guides web page at <https://www.caaspp.org/administration/instructions/qrgs-and-videos/index.html>.
  + Quick Reference Guide—How to Start a Practice Test for the Listening, Reading, and Writing Domains on the CDE website at <https://www.cde.ca.gov/ta/tg/ca/documents/qrgelpacpracticelrw.pdf>

#### Plan for Testing

* Work with the site ELPAC coordinator to determine testing schedules. Make sure the students’ test administration schedule includes breaks.
* Work with site staff to plan for the time and space requirements for testing.
* Make sure students are eligible for alternate assessments in individualized education programs (IEPs) and accommodations and supports are noted.
* Make sure that the physical conditions of the testing room are satisfactory. Make sure that no instructional materials directly related to the content of the assessments are visible.
* Follow your school procedures to confirm all eligible students are assigned to take the Initial or Summative Alternate ELPAC.
* Confirm that the students who need accommodations, per their IEP, or designated supports, have been assigned the appropriate test settings in TOMS one week prior to testing.
* Optional: Schedule test sessions in the TA Interface. ***Please note:*** *Sessions can be scheduled up to two weeks in advance once the LEA’s testing window has opened.*

#### Technology

* Ensure that all student testing devices have the 2022–23 secure browser installed.
* Verify that bandwidth and technology capabilities are adequate.
* Confirm that the correct number of student testing devices are available.

#### Materials

* Work with your test site coordinator to order any necessary picture cards or materials.

#### Accessibility

* Verify that IEPs and Section 504 plans are current. Follow your LEA procedures to ensure that all assigned accessibility resources in TOMS are correct. 
  + Resources for helping IEP teams determine which resources are appropriate and how they work may be found on the ELPAC Available Resources for the Individualized Education Program Teams web page at <https://www.elpac.org/resources/available-resources-iep>.
* Ensure that all English learners without an IEP are designated the appropriate accessibility resources, if applicable.

### Before Testing (Student Specific)

* Communicate any needed test setting changes or additions with the site coordinator.
* Become familiar with each student’s preferred communication mode(s).
* Develop an individualized administration plan for each student taking into account their primary communication mode and items in the *DFA*.
* Prepare any supplemental testing materials needed by the individual student, such as paper, writing tools, objects or manipulatives, picture cards, or an augmentative and alternative communication (AAC) device; if an AAC device is used by the student, be sure to program the device prior to starting the test session using the Test Item Previewer (TIP).

### During Testing

#### Testing Windows

* **July 5, 2022–June 30, 2023**—Initial Alternate ELPAC
* **February 1, 2023–May 31, 2023**—Summative Alternate ELPAC

#### Administration

* Verify that the students have their logon information (first name, SSID, and session ID). Logon tickets are secure testing material until testing is completed; these are to be securely destroyed after testing.
* Review the allowed student test settings in TOMS and verify accuracy 48 hours prior to test administration.
* Follow the instructions in the *DFA* precisely as written to ensure standardization of administration. Also follow the individualized administration plan.
* Administer the appropriate assessments, following the script in the *DFA*. Provide any necessary non-embedded designated supports and accommodations.
  + Provide students with scratch paper for all test sessions. Also provide students in grades six and above graph paper for the mathematics assessments.
  + Guidance of how to open and start a test session can be found on the CAASPP Quick Reference Guides (QRGs) and Demo Videos web page at <https://www.caaspp.org/administration/instructions/qrgs-and-videos/index.html>.

#### Technology and Materials

* Confirm that the appropriate student testing devices and materials are available.

#### Security

* Ensure that students do not have access to digital, electronic, or manual devices (e.g., cellphones, smart watches) during testing unless it is an approved medical support or unless required by a student’s IEP or Section 504 plan.
* Students who are not being tested cannot be in the room where a test is being administered.
* Verify possession of the students’ logon information (first name, SSID, and session ID).
* Follow local procedures to report any initial and summative alternate testing improprieties, irregularities, and breaches to the site ELPAC coordinator and LEA ELPAC coordinator immediately. Please note that the coordinator will report the incident using the online ELPAC Security and Test Administration Incident Reporting System (STAIRS)/Appeals process.

#### Scoring

* Enter scores or answer choices into the student test delivery system.

#### Document Trends

* Document any trends, issues, and ideas for suggested changes for next year and follow local procedures to provide these to the site coordinator.

### After Testing

#### Materials

* Account for all secure testing materials. Follow the site and LEA ELPAC coordinator directions for specifics on securely destroying test materials or returning them to the site ELPAC coordinator.
* Securely dispose of all printed testing materials, including student logon information, print-on-demand documents, and scratch paper, as directed by the LEA or site ELPAC coordinator.
* If secure materials, such as the *DFA*, are stored on a TE device, the file must be deleted and the device recycle bin emptied when testing is completed.